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## Office Memorandum • UNITED STATES GOVERNMENT

DATE: 9 September 1949

TO : Deputy Services Officer

FROM :

25X1A9a

SUBJECT: Report of Operations by the General Services Division during the month of August, 1949.

## Volume:

a. Requests for services on hand prior to August	2
b. Requests for services received in writing during August	168
c. 1. Orders submitted to GSA chargeable to quarterly encumbrance	89
2. Special orders submitted to GSA not chargeable to quarterly encumbrance. \$4250.00	5
3. Orders submitted to GSA nonreimbursable	67
4. Approximately 1400 phone calls received during August	
d. Space moves during August	14
Total personnel moved	144
Equipment moves	43
Man hours worked by PBA	765
Estimated cost	\$1,120.80
e. Requests for services on hand August 31	6
f. Reimbursement to GSA for regular assigned laborers to warehouse. 5096 man hours	\$7,134.40
g. Protective Services (GSA Guards )	
Reimbursable Posts - Cost \$32,650.00	72
Non-reimbursable Posts	26
h. Monies paid to GSA during month of August	
GSA Guards	\$31,339.33
GSA Laborers and trucks	4,296.42
Alterations and Installations	7,446.04
Miscellaneous	1,161.22
i. Problems: None	
Attachment	

44,243.01

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